

Sort	Month	Week	CAT	Who	Notes
11	January	1	Begin running publish routines daily. (Runs daily from January through April.)	Bri	Run Course Import and Republish Site commands in the CourseLeaf Console.
14	January	4	<i>CIM: Goal for all course proposals to be processed and ready in Banner.</i>	Ian; Lynn & Della	Some courses may still be in process if proposed by end of October, but not fully approved.
24	February	4	Remove NextCAT from Admin. Mode.	Tim	{Formerly a Support request; now available on the Console.}
31	March	1	<i>CIM: Goal for all program proposals to be processed.</i>	Ian; Lynn	March 1.
<b>31</b>	<b>March</b>	<b>1</b>	<b>Draft opens for non-curricular narrative content edits.</b>		<b>Opens March 1.</b>
32	March	2	Training workshops for CAT users.	Tim; Ian	
41	April	1	Request manual refresh of CAT courses data from Banner Transfer Package (BTP) to CURR CAT prior to CURR moving to archive mode.	Tim	This does not refresh CIM Courses; it is the CAT database. It does refresh courses in CIM Programs in CURR only. It also refreshes Faculty data. Must request from Leepfrog. Remember to Rebuild Course Bubbles and run a Republish for the Catalog and CIM. This is done in order to catch any items that were updated after the move from NEXT to CURR.
<b>42</b>	<b>April</b>	<b>2</b>	<b>Draft closes for non-curricular narrative content edits.</b>		<b>Closes April 15.</b>
43	April	3	Enable Admin. Mode for NextCAT.	Tim	{Formerly a Support request; now available on the Console beginning with the 2021-22 edition.}
43	April	3	Move all pages to Done state on CL thermometer.	Tim; Ian	Wait until after Admin Mode is enabled; it saves steps in the Workflow. Some pages may remain out of the Done state if we are holding them for CIM reconciliation.
43	April	3	Pull a fresh full PDF of the CURR to post in the archive.	Tim	PDF of CURR is made for the archive because CURR HTML is hidden/offline.  {Request to Support for 2020-21 edition. Enabled in Console beginning with the 2021-22 edition.}
43	April	3	Request Preview site for NEXT.	Tim	Leepfrog produces the Preview and then the Broken Links Report; the publish to the Preview must be done before the broken link checker can be run. Leepfrog uses Xenu to check links.  {Formerly a Support request; now available on the Console beginning with the 2021-22 edition; however, Leepfrog still prefers to do this by request, if possible.}
43	April	3	Reconcile Broken Links Report for native content.	Tim	{We can run this ourselves if we purchase software.}
51	May	1	Stop running publish routines. (Runs ad hoc from May through June.)	Bri	Run Course Import and Republish Site commands in the CourseLeaf Console ad hoc only.

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51	May	1	<b>Publish date for the next academic year. NEXT becomes the public-facing website (Public). CURR website is hidden.</b>		<b>May 1.</b> Edits can still be made to CURR, but they do not have a website on which to display; a new PDF will need to be made prior to Advance in order to show the edits to CURR that occur after May 1.  {Formerly a Support request; now available on the Console beginning with the 2021-22 edition.}
61	June	1	Compile URL change spreadsheet.	Tim	Note old URL and new URL for program name changes and academic unit name changes.
64	June	4	<b>Edition for the upcoming academic year is frozen (both CIM and CAT).</b>		<b>No further edits after June 30 in CIM or CAT. The best practice from Leepfrog is to allow a month for the Advance process so that the testing environments may be employed effectively.</b>
71	July	1	No publish routines due to Advance during July. (Routines may be run ad hoc on the new Draft in August and September.)		Run Course Import and Republish Site commands in the CourseLeaf Console.
71	July	1	Send Advance kickoff email to Support.		Determine timeline for advance by August 1.
71	July	1	Submit URL change spreadsheet to Support for database changes.		{A self-service tool is begin developed by Leepfrog.}
72	July	2	Pull a fresh full PDF of the old CURR to post in the archive.	Tim	Replaces the PDF created in May when NEXT went Public. This is solely done to capture any edits that may have been made after the PDF was made in late April. After advance, old CURR will no longer be editable (the edit mechanism moves to new CURR).  {Formerly a Support request; now available on the Console beginning with the 2021-22 edition.}
74	July	4	<b>Advance. Publish Final. NEXT becomes CURR.</b>		<b>Should be complete by August 1.</b>
81	August	1	Enable Admin. Mode for NextCAT.	Tim	{Formerly a Support request; now available on the Console beginning with the 2021-22 edition.}
81	August	1	Pull full PDF of new CURR for VA; do not post for users.	Tim	{Formerly a Support request; now available on the Console beginning with the 2021-22 edition.}
84	August	4	<b>VA edition PDF deadline: send VA edition PDF to Military Affiliated Services.</b>	<b>Tim</b>	<b>By August 31.</b>
101	October	1	Begin running publish routines every Friday. (Runs weekly from September through December.)	Bri	Run Course Import and Republish Site commands in the CourseLeaf Console.
104	October	4	<i>CIM: Deadline for proposals for the next academic year.</i>	Ian; Lynn	

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111	November	1	<i>CIM: Proposals open for the subsequent academic year.</i>	Ian; Lynn	Day after the deadline for the current year. CIM programs that are submitted into workflow are locked from editorial adjustment.
113	November	3	Request manual refresh of CAT courses data from Banner Transfer Package (BTP) to CURR CAT.	Tim	This does not refresh CIM Courses; it is the CAT database. It does refresh courses in CIM Programs in CURR only. It also refreshes Faculty data. Must request from Leepfrog. Remember to Rebuild Course Bubbles and run a Republish for the Catalog and CIM. This is done in order to catch any items that were updated after the move from NEXT to CURR.